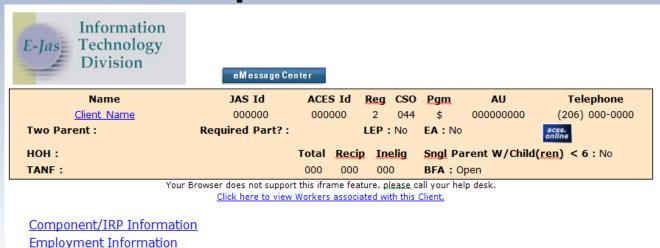


UPDATING AND CLOSING COMPONENTS







11

- Re-Check BFA and TANF status
 - Extend scheduled end date only (JS comp must be closed and then reopened)
 - Make sure to enter progress note (Follow BFET Handbook standards)



Client Notes

Client Monthly Participation

Education and Training Worksheet

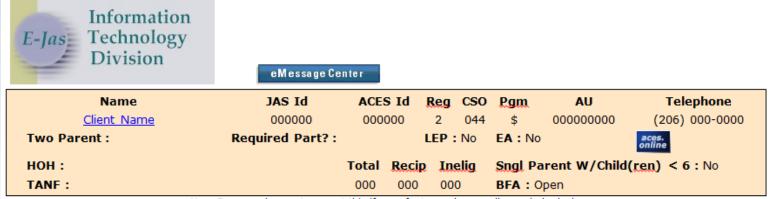


TANF Status:	UNKNOWN	Open Date:		Close Date:
Adult Recipient Months:	000	Ineligible Parent Months:	000	Total TANF Months:
Consecutive Months in Sanction:	000	NCS Terminations: 000		Fed Qual Stat:
Client Status Reason: AU Status Reason:				
TANF Exempt Reason:		Participation Status:		
Basic Food Type:	ABD-ABAWD (Able Bodied Adults without Dependents)			
Basic Food Status:	1 - Open	Open Date:	01/03/2017	Close Date:
Relationship to HOH: Financial Responsibility:	SE-Head of Household/Self RE-Recipient			
Work Registration Basic Food E&T Exempt Reason:	ne neapiene	Basic Food Participation Status:	AB - Able Bodied Adults without Dependents	
RCA Status:		Open Date:		Close Date:
		RCA Sanction Terminations: 000		Refugee Months:
Client Status Reason:				
AU Status Reason:				



- Click on participant's name and client demographics screen will open
- Ensure BFA is active and a recipient (RE)
- Check on TANF status





Your Browser does not support this iframe feature. please call your help desk.

Click here to view Workers associated with this Client.

Component/IRP Information

Employment Information

Client Notes

Client Monthly Participation

Education and Training Worksheet



After clicking "close" from client demographics screen, go to E&T Components

11







Locate the components for your agency and click on the "Edit" above the component



Client Component/Contractor/IRP Update					
Update					
Component: JT	Hours: 22 Completion Code:				
Start Date: 05/20/2015	Scheduled End Date: 10/1/2015 Actual End Date:				
ESD Worker:	DSHS Worker: 0370U2 Partner Id: 037agf ₹				
Contractor: 6CE					
Scheduled Start Date: 05/20/2015					
	Actual End Date:				
Contractor: V					
Scheduled Start Date:	Scheduled End Date:				
	Actual End Date:				
Contractor: V					
Scheduled Start Date:	Scheduled End Date:				
	Actual End Date:				
DSHS Responsible Dates					

- Update hours (if necessary) and scheduled end date
- Update the Partner ID (Click on the "?", type in your name, and locate the CSO the participant belongs to and click it)
- Click Save and follow up with a case note regarding the update/transition (Follow BFET Handbook standards)





Quick Quiz

- 1. What is the first step before updating or extending a component?
- 2. Once a component is open, is it OK to change the start date?
- 3. How many days can a JS comp be updated without DSHS review?
- 4. What is the final step after updating or extending a component?

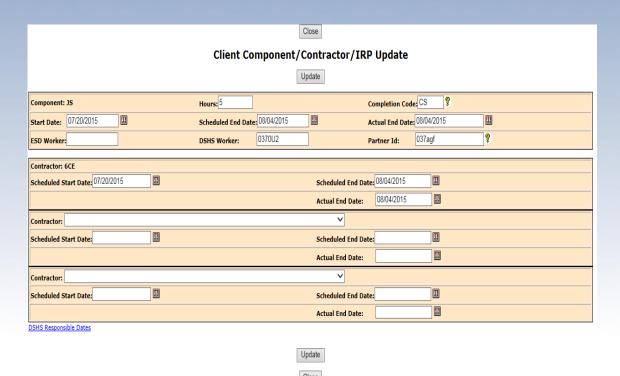




CLOSING COMPONENTS



Closing Components





CS – completed satisfactorily

EE – entered employment

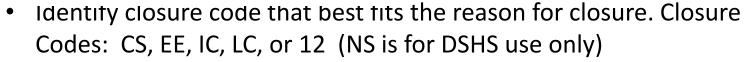
IC – incomplete

LC – loss of contact

NS – (DSHS use only)

12 – Unable to document

eligibility (opened in error)



- Enter the actual end date and click "Update." The actual end date must NEVER be later than the scheduled end date.
- Enter a case note regarding the closure (Follow BFET Handbook)



Closing Components



Quick Quiz

- 1. What closing reason code is used to close a component on its scheduled end date?
- 2. What closing code indicates the participant obtained employment?
- 3. If the participant has not contacted you for at least 60 days, what action can be taken?
- 4. When closing a component, can the actual end date be later than the scheduled end date?





Thank you!